

BOARD FOR PROFESSIONAL AND OCCUPATIONAL REGULATION

MINUTES

The Board for Professional and Occupational Regulation met on Monday, November 16, 2009, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia. The following members were present for all or part of the meeting:

Laurie Buchwald
Elizabeth G. Cake, Vice-Chair
Walter Fore
Daniel Nix
William Alfred Tucker

Board members Julie Clifford, James Demmel, Heather Martin and Deborah Icenhour were not present at the meeting.

The following staff was present for all or part of the meeting:

Jay W. DeBoer, Director
Mark N. Courtney, Deputy Director for Licensing and Regulation
Kate Nosbisch, Executive Director
Steven P. Jack, Assistant Attorney General
Amy Goobic, Administrative Assistant

In the absence of Mr. Demmel, Chair, Ms. Cake, Vice-Chair, called the meeting to order at 10:04 a.m.

Call to Order

Ms. Cake introduced Mr. Nix and welcomed him to the Board.

Welcome & Introduction of New Board Member

Ms. Nosbisch advised the Board of the emergency evacuation procedures.

Emergency Evacuation Procedures

Mr. Tucker made a motion to approve the agenda as presented. Mr. Fore seconded the motion, which was unanimously approved by members: Buchwald, Cake, Fore, Nix and Tucker.

Agenda Approval

Mr. Fore made a motion to approve the September 14, 2009, minutes as amended. Mr. Tucker seconded the motion, which was unanimously approved by members: Buchwald, Cake, Fore, Nix and Tucker.

Approval of Minutes

There were no public comments made to the Board.

Public Comment

Mr. DeBoer welcomed the Board members and reminded them that this was the last board meeting under the Kaine administration. Mr. DeBoer reported that, the most recent budget bill passed by the General Assembly included a provision to assess agencies 10% of their administrative budget, this is taken from the agency reserve fund.

Jay W. DeBoer,
Director's Report

Mr. DeBoer reported that the office expansion on the first floor of the building was complete. DPOR Customer Service, the Contractors Board and the Administration & Finance department have moved to the new space in September. Mr. DeBoer stated that the agency currently has 205 employees, and that due to new regulatory action, the agency should continue to grow.

Mr. DeBoer also reported that there will be two new phases of the EAGLES licensing system launching in the near future.

Mr. DeBoer informed the Board that with the upcoming General Assembly, the agency would be monitoring the session for legislation that would impact the DPOR.

At the conclusion of Mr. DeBoer's report, Mr. Fore stated that he would like to have a letter sent to Governor-elect McDonnell, requesting that Mr. DeBoer remain as the Director of DPOR after the change in administration. Ms. Buchwald commented that with the economic climate, it would seem to be inefficient to make a change at this time. Mr. Fore moved to have a letter drafted stating the Board's request. Ms. Buchwald seconded the motion and was unanimously approved by members: Buchwald, Cake, Fore, Nix and Tucker. Mr. Courtney offered to draft a letter.

Pamela Kamalakkannan, Finance Director, reported on the APA (Auditor of Public Accounts) Audit for the years ended June 30, 2008, and June 30, 2009. The audit summary for these years found proper recording and reporting of transactions in the Commonwealth Accounting and Reporting System and the Department's internal licensing system. It also mentioned matters involving internal control and operations necessary to bring to management's attention; and it found instances of non-compliance with applicable regulations that are required to be reported.

APA Audit
Report

The audit recommended that DPOR reevaluate all agency systems and determine if they support critical functions or contain sensitive data. Based on the evaluation, DPOR should update or complete Risk Assessments for each system.

Ms. Martine gave a presentation on the Real Estate Appraiser Board.

Christine Martine
- Executive
Director, Real
Estate Appraiser
Board

Mr. Courtney provided the Board members with training on the roles and responsibilities of members of the Board.

Board member
Roles &
Responsibilities
Training

Board members were given an updated list of the board liaison assignments for 2009-2010. Additionally, Ms. Goobic will provide Board members with a complete calendar of all board meetings.

Board Liaison
Assignment
Review

The Board members further discussed the proposed letter to the gubernatorial transition team. The Board requested the members be copied on the letter.

Other Business

Mr. Tucker moved to adjourn. Mr. Fore seconded the motion, which was unanimously approved by members: Buchwald, Cake, Fore, Nix and Tucker. The meeting adjourned at 11:40 a.m.

Adjournment

Board members Laurie Buchwald, Elizabeth Cake and Daniel Nix participated in the Conflict of Interest Act training as they were not in attendance at the September 14 meeting. The training is required of all board members. Board members signed certificates verifying that they had completed the course.

Conflict of
Interest Act
Training

James M. Demmel, Chair

Jay W. DeBoer, Director